NOTICE OF OPEN COMPETITIVE EXAMINATION FOR:

YOUTH DEVELOPMENT SPECIALIST, AFTER SCHOOL (1.0 FTE)
(37.5 Hrs./Week; 10 Month Position)
MONTHLY SALARY RANGE: $4,486.95 - $5,453.66 (5 Steps/Range 19, CSEA)

This position is categorically funded through June 30, 2017.

SALARIES: All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary shown and increases are granted at intervals based on satisfactory service. All salary amounts listed have been prorated for less than full-time employment.

In Addition to Salary: Fringe benefit allotment of up to $940.63/month; plus dental coverage, life insurance, and membership in the Public Employees’ Retirement System, Educational Incentive Stipend.

THE POSITION: Under direction of assigned Supervisor, plan and lead a Youth Development program for staff at multiple school sites. Provide instruction and support for the implementation of enrichment, academic, and activity programs in compliance with requirements of 21st Century After School program. Supply ongoing support for afterschool staff, partners, interns, and volunteers to provide youth development strategies and programs.

TYPICAL DUTIES: Evaluate and discuss youth research results and identify barriers and solutions. Present and promote program materials and outcomes at a variety of venues including statewide and regional conferences and meetings. Train and coach school-based personnel in the design and delivery of after school projects. Develop and maintain an effective working relationship with business partner agencies, referral sources, training and educational institutions, internal and external customers. Assist in development of Youth Development grants. Assist in the orientation and training of new staff and student interns, and collaborative partners. Provide direct supervision to Middle School and High School youth. Administer annual evaluations of After School program. Support students to participate in after school opportunities offered by partner programs. Participate in training and keep up to date on 21st Century requirements and best practices. Assume responsibility for the building in the afterschool hours. Prepare all documentation and record keeping required. Manages, directs and oversees day-to-day activities for assigned volunteers and student intern projects. Performs related duties as required.

QUALIFICATIONS: Bachelor’s degree in related field; three years related experience with increasing youth supervisory responsibility, including direct experience in providing professional support services to Middle School and High School Youth leadership/development programs; or equivalent combination of education and experience. Valid California driver’s license. Upon hire must be able to obtain and maintain CPR and Basic First Aid certifications.

DESIRABLE EXPERIENCE: Knowledge and ability to liaison with community resources for high risk youth. Previous experience working in an administrative or operations role at a school. Previous experience working in social services. Bilingual: Spanish speaking skills.

LOCATION: Alameda County Office of Education, 313 West Winton Ave., Hayward, CA 94544

APPLICATION DEADLINE: Monday, November 17, 2014, 5:00 PM

APPLICATION SCREENING & EXAMINATION PROCESS: Submission of application automatically registers applicants for the required exam listed below. Applications will then be screened, based on established minimum qualifications. The top applicants, depending on the level and depth of experience, will be notified via email of the date, time, and place of the technical oral interview.

- Examination* .................................................................................. Weighted 50% (Thursday, November 20, 2014, details sent via email)
- Application and Résumé Appraisal ........................................... PASS/FAIL
- Technical Oral Interview * .................................................. Weighted 50% (Monday, December 1, 2014, details sent via email)

* (must obtain minimum score of 70% to pass)

TO APPLY FOR THIS POSITION, APPLICANTS ARE REQUIRED TO SUBMIT APPLICATION AND ATTACHMENTS VIA:

www.acoe.org/jobs

Contact Human Resources for additional information:
Alameda County Office of Education, 313 West Winton Avenue, Room 173, Hayward, CA 94544-1136
Phone Number: (510) 670-7726 • Fax: (510) 670-4103
ADDITIONAL INFORMATION FOR APPLICANTS

SALARIES: All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary shown and increases are granted at intervals based on satisfactory service.

HOW TO APPLY: Applicants who possess the minimum qualifications listed in this bulletin must complete and submit an official application form by the application deadline. Applications shall be submitted via EDJOIN website by 5:00 p.m. on the final filing date. All required documents must be submitted with the application.

MERIT SYSTEM: The Merit System Law as prescribed by the California Education Code governs all classified (non-teaching) employees. This means that employees are selected on the basis of merit and fitness and that there is no discrimination because of race, color, national origin, sex, sexual orientation, religious or political affiliations, marital status, age, or disability.

EXAMINATION PROCEDURES: The examination will consist of test parts that relate to job performance. These may include a written examination, a skills performance test, a comparative evaluation of education and experience, and/or an oral examination before a Qualifications Appraisal Board. All oral examinations are electronically recorded. An overall passing score of 70 is required for placement on the eligibility list.

ELIGIBILITY AND APPOINTMENTS: Names of successful applicants are placed on an eligibility list in order of their final scores. The persons with the three highest ranks are certified to each vacancy. The department with the current vacancy may appoint one of these eligibles. Those not selected will have their names returned to the eligibility list, and may be certified to the next vacancy. Eligibility lists are in effect for one year unless otherwise stated.

HEALTH AND CHARACTER INVESTIGATION: Candidates selected for appointment will be required to file evidence of having had a tuberculosis examination with a negative result preceding the starting date of employment. A list of local facilities offering tuberculosis examinations is available from the Human Resources Office. California law also requires public educational employees to be fingerprinted for the purpose of a confidential background investigation. The Alameda County Office of Education also may obtain confidential references from former employers.

VETERAN'S PREFERENCE: Veterans of military service, who have been discharged or released under conditions other than dishonorable and who have 30 days or more of service, may obtain an additional five points (disabled veterans an additional ten points), added to their composite qualifying score by submitting proof of service (DD-214) to the Human Resources Office at the time of application. Disabled veterans must submit proof of current compensable disability.

RETIREMENT PLAN: Employees contribute to the California Public Employees’ Retirement System and to Social Security. The Alameda County Office of Education matches each contribution. The employee may withdraw his/her CalPERS contributions in full with interest upon leaving the job if he/she does not retire.

UNION DUES: Persons appointed to positions other than Management, Supervisory, or Confidential are represented by California School Employees Association (CSEA), Chapter 615 and must have union dues or service fee deducted from their wages accordingly.

IMMIGRATION AND REFORM ACT: In compliance with the Immigration and Reform Act of 1986, the Alameda County Office of Education will only hire those individuals who are legally authorized to work in the United States.

AMERICANS WITH DISABILITIES ACT: Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Alameda County Office of Education programs and events.